

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 107.01**

**EFFECTIVE DATE: 15 April 2026**

**SUBJECT: QUARTERLY REPORTS**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To provide policy and procedure enabling the Division of Corrections and Rehabilitation to stay informed about programs, activities, and problems throughout the agency by requiring the submission of written reports.

**REFERENCE:**

ACA Expected Practices 5-ACI-1A-18, 5-JCF-7A-11, 3-JDF-1A-29, 1-JDTP-1A-21, and 1-CTA-1A-15.

**RESPONSIBILITY:**

Superintendents; Directors of Correctional Industries, Parole Services, and Training and Staff Development; and Youth Reporting Center (YRC) Directors are responsible for submitting written reports to ensure compliance with this Policy Directive.

**CANCELLATION:**

Any previous written instruction on the subject including BJS Protocol 106, dated 01 March 2025.

**APPLICABILITY:**

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

**DEFINITIONS:**

None.

**POLICY:**

- I. Superintendents; Directors of Correctional Industries, Parole Services, and Training and Staff Development; and Youth Reporting Center (YRC) Directors are responsible for submitting written reports of the facility's/work unit's activities through his/her chain of

command to their respective Assistant Commissioner at least quarterly. These reports include, but are not limited to:

- A. Major developments in each facility or work unit.
- B. Major incidents.
- C. Population data.
- D. Assessment of staff and offender morale.
- E. Major problems and plans for solving them.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:

  
David L. Kelly, Commissioner

03/16/2026

Date